



EXEMPT MANAGEMENT SERVICE RECRUITMENT ANNOUNCEMENT

Washington State Department of Corrections

Family & Offender Supervision Alternative (FOSA) Program Administrator - Headquarters

This position is exempt from Washington State Civil Service Laws

OPENS: April 15, 2010
CLOSES: April 28, 2010
COMPENSATION: EMS Band 3 – \$61,235 to \$90,000 Annually
LOCATION: Headquarters - Tumwater, Washington

Please note: due to the critical need to expedite and fill this position we intend to conduct the initial interviews in the first two weeks of May.

AGENCY PROFILE:

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State. Agency mission: To improve public safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, Offender Treatment & Re-Entry Programs Division, and Health Services Department. The Department employs over 8,900 staff and has a biennial budget of approximately \$1.8 billion.

THE OPPORTUNITY:

Under the direction and leadership of the Department's Assistant Secretary for the Community Corrections Division, this position is responsible for implementation and review of the Family and Offender Supervision Alternative Programming Option (FOSA).

This position is a new position that is associated with the passage of SSB 6639 - Alternatives to Confinement. This position will serve as the administrator for the program and will be responsible for implementation of the new sentencing alternative and partial confinement program. In addition, this position will supervise the Community Corrections Officer positions established as a result of this legislation. Timely and effective implementation of these new programs will be critical to the Department meeting targets associated with population reductions in prison facilities.

This position is accountable to the Department through budget decisions, developing processes for implementation, risk management, and public safety. Partnerships, interagency agreements, and memorandums of understanding are all under the responsibilities of this position.

PRINCIPAL RESPONSIBILITIES:

- Responsible for making judgments and decisions requiring consideration of both tactical and strategic outcomes for the FOSA program. This position will interpret and implement departmental policy for developing program guidelines and procedures.
- This position will supervise specialized CCO's and a Prisons Program Manager.
- Responsible for managing and assigning caseloads of specialized CCO's that supervise offenders participating in the FOSA program/alternative.

FOSA Program Administrator – Recruitment
Page 2 of 4

- This position will develop resources and tracking system for participants.
- This position will also serve as the Department's statewide coordinator of the partial confinement program and the Judicial Sentencing Option created from the FOSA program.
- Act as Department of Corrections lead for interactions between department and other agencies, associations, and providers to ensure coordinated services.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in Social Science, Public Administration or closely allied field from an accredited institution whose accreditation is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA), or a foreign equivalent; and
- Three (3) years of management or supervisory experience and six (6) months working with social service agencies in Washington State.

KNOWLEDGE, SKILLS, & ABILITIES:

Knowledge of the following:

- All aspects of community supervision;
- Department of Corrections' policies and procedures, WAC's and RCW's;
- And practice of sound management practices and responsibilities; and
- Knowledge and operational strategic planning.
- Knowledge of complex laws concerning Community Corrections Supervision in Washington State.

Demonstrated Skills & Abilities of the following:

- Computer and technological skills and abilities.
- Demonstrated ability to work collaboratively with a variety of partnerships.
- Demonstrated skill of active listening and critical thinking skills, abilities to communicate effectively in multiple mediums.

DESIRED QUALIFICATIONS:

- Master's Degree in Social Science, Public Administration or closely allied field from an accredited institution whose accreditation is recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA), or a foreign equivalent;
- Professional experience working with offenders and their children;
- Demonstration of general principles of Management;
- Performance Management for Outcomes (GMAP);
- Project Management and timeline development;
- Staff development and training; and
- Demonstrated interest and knowledge of attachment theory and parenting skill issues.

NOTE: If a substantial number of applications are received, a screening process may be used.

CORE COMPETENCIES:

The Core Competencies for all Department of Corrections' employees are: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

**DOC is an organization that respects individuals for their unique qualities,
and strives to create a safe environment for individual uniqueness.**

The ideal candidate will exemplify the qualities the Department seeks in all of its employees; those who are honest, have a strong work ethic, are dependable, achieve results through teamwork, and convey dignity and respect.

APPLICATION PROCESS:

Please submit a letter of interest (no more than two pages) describing how you meet the qualifications, a current resume, and three (3) professional references to the following address. **Electronic application materials will be accepted (and are encouraged).**

Amy Bean, Human Resource Consultant
Department of Corrections
PO Box 41124
Olympia, WA 98504-1124
OR

E-mail: DOCHORECRUITERS@doc.wa.gov. Please write 'Family & Offender Supervision Alternative (FOSA)' in the Subject line of the E-mail.

Letters of interest, resumes, and references may be sent via FAX to (360) 664-0271; however, the application materials must follow.

To ensure consideration for initial review, complete application materials should be received no later than **April 28, 2010**. It is the applicant's responsibility to ensure that packets are received.

As a separate part of the recruitment process, applicants are requested to voluntarily complete the attached applicant profile and return it with the application packet. Application profiles are confidential.

FOSA Program Administrator – Recruitment
Page 4 of 4

The Washington State Department of Corrections is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, persons with disability, and persons over 40 years of age to apply.

To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the **Applicant Profile Data Form**. This information will be treated as confidential and will be available only to authorized personnel.

PROFILE DATA

The Department of Corrections is an Equal Opportunity employer, and as such, encourages women, racial and ethnic minorities, persons with disability, and disabled and Vietnam era veterans to apply. We request your voluntary answers to the Profile Data listed below. Please complete the information and return it with your Letter of Interest and Resume. Your answers will be treated as CONFIDENTIAL.

NAME: _____

Position for which applying: _____

Please check any/all of the following that may apply:

- ☐ Male
- ☐ Female
- ☐ Age 40 or older
- ☐ Disabled veteran (30% or more disabled)
- ☐ Vietnam Era Veteran
- ☐ Caucasian
- ☐ Black/African American
- ☐ Hispanic
- ☐ Asian/Pacific Islander
- ☐ Native American
- ☐ Multi-Racial: _____
- ☐ Other: Please indicate race/culture _____

Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, learning.

Yes ☐ No ☐

Signature _____ Date _____

Again, you are encouraged to complete the information above and return this document with your letter of interest and resume.

.....

Please assist our agency in its recruitment efforts by indicating how you learned of this career opportunity.

- ☐ Department of Corrections Recruitment Announcement
- ☐ Department of Corrections Website
- ☐ Department of Corrections Job Line
- ☐ Newspaper
- ☐ Professional Magazine/Periodical
- ☐ Employment Service Center
- ☐ Other Website (please specify) _____
- ☐ Job/Career Fair Location _____
- ☐ State Agency (office/location) _____
- ☐ Other _____

Thank you for responding to our survey.

<p>DOC is an organization that respects individuals for their unique qualities, and strives to create a safe environment for individual uniqueness.</p>
--